

Template for Signed Employment Gap Explanation Memo (required for all gaps over 1 month in length occurring in the last 10 years as shown on the practitioner C.V.) from Applicant

To: Chair, Credentials Committee

From: (Name of applicant, Professional Designation [e.g.: C.R.N.P.]) ! sign here !

Date: (date)

Subject: Explanation for Employment Gaps Greater than One Month in Length as Shown on my Curriculum Vitae

(Month/Year) to (Month/Year): I relocated from Washington D.C. to Stuttgart, Germany where my husband was stationed on Active Duty in the U.S Army.

(Month/Year) to (Month/Year): Dedicated this time frame to the birth and raising of my first child.

(Month/Year) to (Month/Year): Attended and studied for Graduate School at the University of Maryland at Baltimore.